

Student's Name _____

HEALTH OCCUPATIONS HO 0130

Directions: Evaluate the trainee using the rating scale below and check the appropriate number to indicate the degree of competency achieved. The numerical ratings of 3, 2, 1, and 0 are not intended to represent the traditional school grading system of A, B, C, D, and F. The descriptions associated with each of the numbers focus on level of student performance for each of the tasks listed below.

Rating Scale:

- 0 - No Exposure** - no information nor practice provided during training program, complete training required.
- 1 - Exposure Only** - general information provided with no practice time, close supervision needed and additional training required.
- 2 - Moderately Skilled** - has performed independently during training program, limited additional training may be required.
- 3 - Skilled** - can perform independently with no additional training.

1. Number of Competencies Evaluated _____

2. Number of Competencies Rated 2 or 3 _____

3. Percent of Competencies Attained (2/1) _____

Grade

Instructor Signature

Date

01.0 Introduction to the health care industry

The student will be able to:

0 1 2 3

- | | | |
|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.01 | Describe health care delivery systems and the contributions each make to the health of a community |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.02 | Explain a philosophy of health care |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.03 | Discuss issues and trends in the American health care industry |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.04 | Identify basic human needs and how the health care industry responds |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.05 | Describe the composition and functions of a health care team |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.06 | Discuss legislation that has profoundly affected health care |

02.0 Medical terminology

The student will be able to:

0 1 2 3

- | | | |
|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 02.01 | Use basic medical terminology and approved abbreviations |
|---|-------|--|

03.0 Career awareness

The student will be able to:

0 1 2 3

- | | | |
|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.01 | Develop individual career awareness in the health care industry |
|---|-------|---|

04.0 Anatomy and physiology

The student will be able to:

0 1 2 3

- | | | |
|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.01 | Explain the structure and function of cells, tissues and anatomical cavities and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.02 | Explain the structure and function of the circulatory system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.03 | Explain the structure and function of the respiratory system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.04 | Explain the structure and function of the muscular system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.05 | Explain the structure and function of the skeletal system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.06 | Explain the structure and function of the integumentary system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.07 | Explain the structure and function of the endocrine system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.08 | Explain the structure and function of the reproductive system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.09 | Explain the structure and function of the nervous system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.10 | Explain the structure and function of the urinary system and relate to wellness/illness |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.11 | Explain the structure and function of the digestive system and relate to wellness/illness |

05.0	Universal precautions	
	The student will be able to:	
0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05.01	Explain the importance of universal precautions in life practices and health care
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05.02	Relate universal precautions to the transmission of infectious diseases, including HIV/AIDS/Hepatitis
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05.03	Explain the state and federal government's roles in universal precautions
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	05.04	Perform universal precautions
06.0	Growth and development	
	The student will be able to:	
0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	06.01	Explain stages of normal growth and development throughout the lifespan
07.0	Human sexuality and family life	
	The student will be able to:	
0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	07.01	Identify and discuss how sexuality affects an individual and how it affects the social aspect of life throughout the lifespan
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	07.02	Analyze the different aspects of the family, life skills, and interpersonal relationships as they relate to a variety of lifestyles
08.0	Wellness: Healthy Life Practices	
	The student will be able to:	
0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08.01	Identify and discuss the rights and responsibilities of the health care consumer and health care worker
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08.02	Identify and explain the significance of healthy nutritional practices and incorporate these practices in the overall plan for healthy living
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08.03	Explain the relationship between environment and health and ways to improve the environment
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08.04	Identify healthy and unhealthy mental and emotional conditions, healthy mental/emotional life practices and community resources for interventions

0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08.05	Examine and analyze the factors involved in substance use and abuse for individuals and relate to the role of the health care worker
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	08.06	Synthesize the information in this unit on Wellness and Healthy Life Practices and develop a personal plan for healthy living
09.0	Communications in health care	
	The student will be able to:	
0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	09.01	Define the process of communication and its components
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	09.02	Demonstrate effective interpersonal relationships in the workplace
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	09.03	Identify the variety of communication methods in health care facilities
10.0	Legal and ethical responsibilities	
	The student will be able to:	
0 1 2 3		
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.01	Explain terms, principles and characteristics of legal and ethical behavior
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.02	Explain the term "scope of practice" of health care workers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.03	Distinguish between legal and ethical behavior/responsibilities of health care workers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.04	Identify laws/regulations that relate/effect legal and ethical behavior in health care
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.05	Explain the legal and ethical ramifications of recording/reporting client/patient information
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.06	Explain the effects of unethical and unlawful behavior of health care workers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.07	Explain the usual process and importance of certification and licensure of health care workers
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.08	Explain patients'/residents' rights including advance directives
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.09	Explain the health care worker's responsibility in situations of patient abuse and neglect, co- worker chemical addiction
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.10	Discuss ethical dilemmas in health care
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10.11	Analyze the personal, societal and global implications of use/abuse of alcohol and other substances

11.0 Safety: Personal, Client, Environment and Equipment

The student will be able to:

0 1 2 3

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|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 11.01 | Demonstrate procedures to maintain safety in a health care setting |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 11.02 | Explain and identify environmental factors/conditions in health care settings that may be unsafe |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 11.03 | Discuss the safety guidelines as set forth in federal and state rules and regulations |

12.0 Emergency procedures

The student will be able to:

0 1 2 3

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|---|-------|------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 12.01 | Perform emergency procedures |
|---|-------|------------------------------|

13.0 Leadership and followership

The student will be able to:

0 1 2 3

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|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 13.01 | Perform leadership/followership skills |
|---|-------|--|

14.0 Job seeking/keeping skills

The student will be able to:

0 1 2 3

- | | | |
|---|-------|-----------------------------------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 14.01 | Perform job-seeking skills |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 14.02 | Perform job-keeping skills |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 14.03 | Describe how to make a job change |

15.0 Body mechanics and body kinetics

The student will be able to:

0 1 2 3

- | | | |
|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 15.01 | Demonstrate the proper use of body mechanics when in motion |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 15.02 | Explain and demonstrate commonly used positions |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 15.03 | Demonstrate the transfer of patients |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 15.04 | Assist a patient using mobility devices |

FOUNDATION AND JOB READINESS SKILLS**01.0 Applied Mathematics**

The student will be able to:

0 1 2 3

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|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.01 | Compute basic math concepts (addition, subtraction, multiplication, division, fractions, and percentages). |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.02 | Read and interpret diagrams, charts, graphs, and tables. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.03 | Measure using U.S. measuring system. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.04 | Measure using metric measuring system. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.05 | Use calculators to solve problems. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.06 | Use formulas to solve problems. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 01.07 | Use scales to calculate measurements. |

02.0 Computer Applications

The student will be able to:

0 1 2 3

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|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 02.01 | Explain and use computer/data processing terminology. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 02.02 | Demonstrate keyboarding skills. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 02.03 | Use data systems. |

03.0 Applied Communications: listening, speaking, and interpersonal relationships.

The student will be able to:

0 1 2 3

- | | | |
|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.01 | Demonstrate communication skills appropriate to a health care setting. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.02 | Demonstrate effective listening skills. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.03 | Pronounce words according to acceptable standard English. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.04 | Ask appropriate questions. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.05 | Follow multi-step verbal directions. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.06 | Give accurate verbal directions. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.07 | Demonstrate appropriate non-verbal behaviors. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.08 | Demonstrate group discussion skills. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.09 | Assess the appropriateness of oral and written communication for an intended audience. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.10 | Relate appropriately to co-workers, supervisors, and clients. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 03.11 | Interpret implied meanings of written, oral , and visual communications. |

04.0 Applied English

The student will be able to:

0 1 2 3

- | | | |
|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.01 | Write legibly. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.02 | Organize and prepare written and oral presentations. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.03 | Interpret implied meanings of written, oral, and visual communications. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 04.04 | Use a variety of resource materials to gain knowledge and improve comprehension. |

05.0 Applied Science and Technology

The student will be able to:

0 1 2 3

- | | | |
|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 05.01 | Apply basic knowledge of physical sciences. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 05.02 | Apply basic knowledge of social sciences. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 05.03 | Apply basic knowledge of humanities. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 05.04 | Apply basic knowledge of biological sciences. |

06.0 Problem Solving

The student will be able to:

0 1 2 3

- | | | |
|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 06.01 | Develop problem solving strategies. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 06.02 | Apply problem solving strategies to health care situations. |

07.0 Teamwork

The student will be able to:

0 1 2 3

- | | | |
|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 07.01 | Participate in group process to solve problems and to share knowledge. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 07.02 | Demonstrate sensitivity to the needs of others. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 07.03 | Communicate to solve interpersonal conflicts. |

08.0 Personal Management Skills

The student will be able to:

0 1 2 3

- | | | |
|---|-------|---|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 08.01 | Develop a plan of self-development. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 08.02 | Acquire knowledge of the labor market and training opportunities. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 08.03 | Explain legal rights and responsibilities of employment. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 08.04 | Demonstrate job seeking skills. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 08.05 | Demonstrate job keeping skills. |

09.0 Cultural Diversity

The student will be able to:

0 1 2 3

- | | | |
|---|-------|--|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 09.01 | Value contributions from people of different cultures. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 09.02 | Participate in cultural awareness activities. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | 09.03 | Explore cultural differences in health care. |

<http://www.pte.state.id.us/services/healthoc/eawmfd3.pdf>